

NSA/CSSPMM 30-2
Chapter 340

APPENDIX A ENCLOSURE

SECURITY CLASSIFICATION, IF ANY		<input type="checkbox"/> IF CHECKED, PREPARE IN INDIVIDUAL CAREER APPRAISAL AND DEVELOP- MENT PLAN, FORM P3533 AUG 74.	
EMPLOYEE PERFORMANCE APPRAISAL (REFERENCE: NSA/CSS PMM 30 2, Chapter 340)			
RETURN TO M35 BY			
SECTION A - GENERAL			
SOCIAL SECURITY NO. (1)	NAME (Last, First, MI) (2)	GRADE (3)	ORG (4)
COSC (5)	JOB NUMBER (6)	APPRAISAL PD. (from Yr Mo Da)	(1a) (7)
DUTY RATINGS			
1. NEVER MEETS PERFORMANCE NORMS		5. OCCASIONALLY EXCEEDS PERFORMANCE NORMS	
2. FREQUENTLY DOES NOT MEET PERFORMANCE NORMS		6. FREQUENTLY EXCEEDS PERFORMANCE NORMS	
3. OCCASIONALLY DOES NOT MEET PERFORMANCE NORMS		7. ALWAYS EXCEEDS PERFORMANCE NORMS	
4. MEETS PERFORMANCE NORMS			
SECTION B - EVALUATION OF DUTIES (See Above Ratings)			
INSTRUCTIONS			
1. For EACH pre-printed duty listed, enter the number from the duty ratings above which best describes the manner in which the employee performed the duty. Enter N if the duty is not applicable. At least five duties must be rated. Additional duties may be listed by the supervisor in duty numbers 6 through 19. The percentile equivalencies of the ratings are: 1 = 0-2 3 = 11-32 5 = 68-89 7 = 98-100 2 = 3-10 4 = 33-67 6 = 90-97			
2. If NO pre-printed duties are provided, list at least five of the most important duties performed during the rating period. Enter the number from the duty ratings above which best describes the manner in which the employee performed each duty.			
3. If the employee had supervisory duties, rate on item number 11 by checking one of the boxes			
			RATINGS
			(8)
			(9)
			(10)
			(11)
			(12)
			(13)
			(14)
			(15)
			(16)
			(17)
11. EFFORTS IN PROMOTING CEO OBJECTIVES (required for all supervisors): <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY			
SECTION C - EVALUATION OF OVER ALL PERFORMANCE IN CURRENT JOB			
INSTRUCTIONS			
Enter the number which most accurately reflects the employee's overall level of performance. Consider the quality and quantity of work produced, amount of supervision required, practical judgment in solving problems, dependability, waste production and cost reduction efforts and ability to get along with others.		Overall ratings of 1 or 7 require justification by separate memorandum to M35.	
OVERALL PERFORMANCE RATING			(19)
SECTION D - APPRAISAL CERTIFICATE			
A discussion of my performance as described in Sections B and C was held.		(20)	
RATING SUPERVISOR'S CERTIFICATION (Signature)		EMPLOYEE ACKNOWLEDGEMENT OF DISCUSSION (Signature)	
REVIEWER'S SIGNATURE		DATE	
SECTION E - EMPLOYEE COMMENTS (unclassified only, if any) (Continue on reverse, if necessary)			
(21)			